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17 February 1977

MEMORANDUM FOR: Cord Meyer, Jr.
Special Assistant to the Deputy Director

SUBJECT : Letter of Instruction

In your role as Special Assistant to the Deputy Director, I expect you to carry out the following duties and responsibilities:

1. Continue, as stated in my letter directed to you dated July 1976, to review the functioning and product of the Strategic Warning Staff and to ensure that the SWS receives full support and cooperation from the collection and analytical resources available within the Agency. I expect you to bring to my attention any deficiencies in the Strategic Warning Staff's performance and to propose such changes as may be necessary to improve our ability to cope with the strategic warning problem.
2. Continue to review the crisis management procedures and to propose and coordinate such new procedures as may be necessary to improve the ability of the DCI to provide coordinated intelligence support to the policymakers in crisis situations. Specifically, I wish you to follow up with the IC Staff on the implementation of the procedural reforms that you and your working group have proposed. Also, I wish you to keep under review the Emergency Planning function recently assigned to the CIA Operations Center.
3. Continue to serve as the Agency's principal official through whom liaison is conducted with the Department of State on matters concerning prevention and control of international terrorism. You should continue to work closely with Ambassador Heck, Director for Combatting Terrorism, in ensuring that the collection and analytical resources of the Agency are effectively coordinated and concentrated on the terrorist target.

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4. As specified in my letter to the Assistant to the President for National Security Affairs, 15 February 1977, you will also serve as the Agency's principal referent on matters concerning Human Rights in the international field and function as the Agency's point of contact for the NSC in supplying intelligence support on this subject.

5. I also expect you to be available from time to time to carry out such other duties and functions that I may assign to you.

E. H. Knoche
DDCI